

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160003-6

24 MAY 1972

MEMORANDUM FOR: Chief, Building Planning Staff, OL  
Chief, Personnel and Training Staff, OL  
Chief, Planning Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL  
Chief, Central Depot, Supply Division, OL

SUBJECT : Report of Records Holdings and Equipment  
Inventory

1. An annual report of the volume of records in Agency offices is required from each component at the end of each fiscal year. As in the past year, a breakdown of the volume should be recorded by the categories shown on the attached inventory form (Attachment 1). In addition, this year an inventory of all filing equipment is required for which a separate form is provided (Attachment 2). Please complete the attached forms and return them to the Records and Services Branch no later than 10 July 1972.

2. Your reports provide the necessary statistics to be compiled for the Office of Logistics total annual report. These reports assist the CIA Records Administration Officer in program planning, space evaluations, and in measuring the effectiveness of the records program. In addition, it enables the Agency to satisfy reporting requirements levied by the National Archives and Records Service.

3. Your cooperation and assistance on these inventory reports will be appreciated. Your compliance with the deadline date of 10 July is requested to assure Office compliance with the required data by the deadline date levied by the Records Administration Branch, Support Services Staff, DD/S. If you have any questions, please call

TATINTL

on extensions 2083 or 2461.

STATINTL

2 Atts

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cc: C/B&FB/EO/OL  
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